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1997

Welcome to the TVI Service-Learning Program

Mary Prentice

Rudy M. Garcia

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Welcome to the TVI Service-Learning Program

We are delighted that you have agreed to participate in this exciting opportunity for TVI faculty and students to become involved in Service-Learning!

The concept of service-learning is not new, of course, but in the past decade, many higher education professionals have taken the lead in promoting this as an essential dimension of the college experience. Campus Compact, for example is a consortium of over 500 college presidents who have mandated integrating service programs into their institutions. Simultaneously, the American Association of Community Colleges has recently awarded 15 grants to community colleges to create Learn and Serve Program, to develop models for service-learning specifically in community and technical-vocational colleges.

We are so pleased that TVI is a recipient of one of AACC's technical assistance grants for the 1996-97 fall and spring term and now we are eager to apply the TVI Learning model to our classes at TVI. This Handbook will give you a good preview of the program.

Please read through this handbook carefully. It contains important forms and listings of agencies students may be placed at. Careful attention should be placed on the "Faculty Agreement Letter". The program was a success last year and we look towards continued success with your dedication and involvement.

We look forward to working with you.

Mary Prentice and Rudy M. Garcia
TVI Service-Learning Coordinators



NSLC
c/o ETR Associates
4 Carbonero Way
Scotts Valley, CA 95066

SYLLABUS

TVI SERVICE-LEARNING PROGRAM

SERVICE TO THE COMMUNITY THROUGH THE CLASSROOM

What is Service-Learning? Service-Learning is an opportunity for students to earn classroom credit while serving in the Albuquerque community. Students “learn by doing” and by reflecting on their experience.

Students work cooperatively with faculty in specified classes to provide needed service in a variety of social service agencies and community development sites.

Students learn about the great needs in our community while acting to address those needs. And as they encounter human need, students realize that their involvement and commitment can make a difference in the life of another person and in the life of the community.

During the course of this hands-on, practical experience, the Service-Learning Program provides for creative reflection on the personal and academic meaning of each student’s service-learning project.

REQUIREMENTS OF THE SERVICE-LEARNING PROGRAM

As service-learners, students must

- 1) Spend at least 15 on-site hours this semester serving at the agency of your choice, depending on the requirements of your instructor and the agency.
- 2) Participate in orientation/training sessions as provided by the agency. All orientations are held at the agency location. Be sure the agency contact person is aware that you are volunteering through the Service-Learning Program. Orientation time is not counted as service hours.
- 3) Follow through with the schedule to which you commit. People will be counting on you and it is extremely important that you take your commitment seriously. Document your hours by signing in at each visit to your agency. At the end of the semester, your agency will be asked to verify that you completed your hours.
- 4) Participate in one Reflection Group session led by the Service-Learning Program Coordinators. Mark this time on your calendar!
- 5) Complete any particular assignments relating to Service-Learning that are required by your instructor (journal, reflection paper, class presentation, etc.).
- 6) Complete an evaluation of the Service-Learning Program and your experience in it, by week 11 of the term.

HOW TO ENROLL: Complete the following steps. You are not enrolled until all 5 steps have been completed.

- 1) Select the agency where you would like to serve from the listing starting on page 4. These agencies have agreed to participate in Service-Learning.
- 2) Call the contact person at the agency you have selected by the third week of the term. Identify yourself as a Service-Learning student, and make your arrangements for initial interview, orientation and placement. Note: keep in mind that service-learning is not volunteerism!
- 3) Fill out completely the service-learning enrollment form and turn it in to your instructor by the fourth week of the term.
- 4) Select one Reflection Group time session, indicating both day and time, from the schedule of sessions printed below. Make sure that your choice does not conflict with your classes or work schedule. **YOU MUST ATTEND YOUR SESSION IN ORDER TO GET CREDIT FOR THIS PROJECT:** Write your choice on the enrollment form.
- 5) Copy your reflection group times in the space provided at the end of this paragraph. This information is for your records and to help remind you what times you signed up for. You are responsible for remembering to attend your Reflection Group session. Do not expect us to call and remind you.

Reflection Group time: Day _____ Date: _____ Time: _____

REFLECTION GROUP SESSIONS

All reflection groups meet for one and a half hours. Remember, you must attend one Reflection Group.

Main Campus

(A) Wednesday, March 19th, 3:30-5:00 p.m. - Room _____

(B) Wednesday, March 19th, 6:00-7:30 p.m. - Room _____

Montoya Campus

(C) Thursday, March 20th, 3:30-5:00 p.m. - Room _____

(D) Thursday, March 20th, 6:00-7:30 p.m. - Room _____

SERVICE-LEARNING TIMETABLE

Spring 1997

Friday, January 31st

Monday, February 13th

Wednesday, March 19th

Thursday, March 20th

Thursday, April 17th

Deadline for turning in enrollment forms

Service-Learning must have already begun
at agency of choice

Reflection Groups

Reflection Groups

Work completed, evaluations turned in

NOTE: FOR FURTHER INFORMATION CONTACT RUDY M. GARCIA AT (873-8347ext. 27) OR
MARY PRENTICE AT (224-4238) SERVICE-LEARNING PROGRAM COORDINATORS

FACULTY PARTICIPATING SPRING SEMESTER, 1997

NAME	DISCIPLINE	DEPARTMENT	EXT.
Alain Archuleta	Electricity	Trades & Service	3733
Heidi Ballard	Sociology	Arts & Sciences	5781
David Bergsland	Commercial Printing	Business Occupations	3811
Teresa Brito-Asenap	Child-Development	Health Occupations	4563
Joe Boroughs	Psychology	Arts & Sciences	3662
Leigh Anne Chavez	Legal Assistant Studies	Business Occupations	3844
Sra Cornell	Chemistry	Arts & Sciences	3671
Wardene Crowley	Communications	Arts & Sciences	5781
Susan Cutler	Business	Business Occupations	5606
Ranjana Damle		Arts & Sciences	5781
Julie DePree	Math	Arts & Sciences	3999
Fred Downum	Construction	Trades & Service	3766
Rebecca Eagle	English	Arts & Sciences	5781
Jeanne Elmhurst	Communications	Arts & Sciences	3663
Sally Fish	Advertising	Business Occupations	3836
Cathy Flynn		Arts & Sciences	5781
Steve Fraker	Architectural Drafting	Technologies	3351
Rudy Garcia	Culinary Arts	Trades & Service	3765
Dick Gorman		Arts & Sciences	5781
Michael Hillard	Psychology	Arts & Sciences	3651
David Hinchcliffe	Carpentry	Trades & Service	3766
Sherry Holmen	Communications	Arts & Sciences	3663
Shep Jenks		Arts & Sciences	5781
Larry Johnson	Reading & Writing	Developmental Studies	4672
Judy Johnston	Desktop Publishing	Business Occupations	3834
Jim Lamb	History	Arts & Sciences	5781
Janice Lodato	Biomedical & Bus. Ethics	Arts & Sciences	5781
Tania Lovato	Culinary Arts	Trades & Services	3731
Sandy Luck		Health Occupations	4170
Brenda McGee	Child Development	Health Occupations	4136
Elizabeth McGeehan	Culinary Arts	Trades & Service	3730
Shelly Metz	Psychology	Arts & Sciences	3666
Larry Mounger	Transportation	Trades & Service	3756
Mary Prentice	Psychology	Arts & Sciences	3666
Geri Rhodes	English	Arts & Sciences	3676
Janet Smith	Computer Literacy	Arts & Sciences	3580

SERVICE-LEARNING PROGRAM PLACEMENT SITES

Spring 1997

PLACEMENT SITES. During Spring term, 1997, the following agencies will participate. Students choose an agency in which to serve, and make their own arrangements by calling the contact person listed for each agency by the third week of the term.

1. **Alameda Children's Literacy Program.** Address: 9800 4th St. NW, 87114.
Phone: Contact Person: Nora Olsson or Bonita Martinez (898-6263).

Description: The Children's Literacy Program at the Alameda Community Center is a one-on-one after school tutoring program for school-aged children from the Far North Valley of Albuquerque. Tutoring takes place Monday-Friday from 3:30-7:30 p.m., and on Saturdays from 9 a.m. - 12 p.m. One-on-one tutoring requires a 6 month commitment for 2 hours each week. We do have shorter time placement for volunteers interested in office work or helping small groups of students with homework.

The Program was begun as a project co-sponsored by VISTA, the domestic branch of the US Peace Corps and the Alameda Community Center. Children are referred to the program by principals, teachers, and counselors from one of our local elementary or middle schools. Many of the children in our program are students who did not qualify for Special Education classes, but who are nonetheless, falling behind in the classroom. Generally, our students read at least one year behind their current grade level.

We need both tutors and office volunteers. Tutors are given training before they begin working with a student, and almost all of the materials needed can be provided by the center. Tutors work with a student for two hours a week for at least six months.

Volunteer office workers are also needed to help with writing a monthly newsletter, recruiting volunteer tutors, fund-raising and working on special events. The office volunteers will be able to gain valuable experience in helping with the management of a small non-profit program.

2. **Albuquerque Biological Park.** Address: 903 10th St. SW 87104
Phone: 764-6200 Contact Person: Catherine Hubbard (Bio Park Ed. curator) or Danielle Johnston(Zoo Ed. Coordinator).

Description: Agency's mission is to provide educational opportunities for citizens of Albuquerque. Volunteers must be 18 years or older. Volunteer opportunities include: during school year, every Tuesday and Thursday, work on the BioVan Outreach program that goes to local schools for free. Must enjoy teaching. We provide the training. April through October, volunteers can work any day of the week as a greeter (talking to zoo visitors and school groups giving general information, must enjoy people). June through August, volunteers can work any day of the week in the zoo ed. kaleidoscope supervising teen volunteers and working with zoo visitors. Time: September through May (Tuesday and Thursday, 9 - 3 p.m.), April through October (M-F, 9-2 p.m., Sat/Sun 9 - 5 p.m.) June through August (daily 9 - 4 p.m.)

3. **Albuquerque Health Care for the Homeless.** Address: 805 Tijeras NW 87102
Phone: 766-5378 Contact Person: Jenny Metzler, Director of Development.

Description: HCH is a non-profit organization providing for the healthcare needs of homeless people. We assist them in overcoming obstacles which keep them from a better life. Services we provide include: Primary medical care, dental care, medical/social work outreach to homeless children and their families, substance abuse services including counseling, a residential recovery program, alcohol/drug-free transitional housing and street outreach to

homeless substance abusers, case management for homeless people with severe mental illness and other disabilities, social work assistance, AIDS education and prevention outreach and ArtStreet (community-building, including homeless people, using art as the connection). Our volunteer needs include: clerical assistance, some one-on-one assistance to clients of case managers, working with children of families receiving service during site-based and outreach clinics, possibly some computer support. Two volunteers maximum for first time/semester.

4. **Albuquerque Meals on Wheels.** Address: 5900 Forest Hills Dr. NE 87109
Phone: 822-6004 Contact Person: Beverly Geck, Executive Director or Nancy Matthews (Volunteer Coordinator).

Description: MOW serves hot meals to the homebound of Albuquerque, Rio Rancho and Corrales during the middle of the day. Over 300 clients are served Monday through Friday, many on special diets. Meals cost \$3.75, but many clients are subsidized. Volunteer opportunities include: 1. Drivers to deliver meals (approx. 2 hours in the middle of the day; 2. Coordinators to work in hospital (approx. 3-4 hours in middle of day); 3. Nurses to visit new clients to gather information and explain program (approx. 1 hour per client); 4. Office volunteers to help with everything the staff does (variety of shifts available); 5. Committees - work with board members on variety of committees depending on student's interest. We can also place volunteers as Friendly Visitors to ride along with our regular drivers. Orientation: Individual orientations given. Time: Mondays - Friday 9 - 5 p.m. Coordinators start before drivers, usually between 9-10 a.m., depending on the hospital. Nurses work PRN.

5. **Albuquerque Nursery School.** Address 1423 Wyoming NW, 87112
Phone: 298-7547 Contact Person: Kathleen St. Clair, Co-Director

Description: Albuquerque Nursery School is a non-profit organization dedicated to providing high quality child care, preschool instruction and after school care for elementary school students; for the children of parents who either are working or attending educational programs for self improvement. We provide child care in a clean, safe and learning environment; so that the children develop a positive self esteem and are ready to become confident and competent students as they enter and complete the early years of their formal education. We strive for a balance between academics and self expression. We provide care for infants from the age of six weeks to children through twelve years of age. To the greatest extent possible, our curriculum does not overlap the curricula of both public and private schools. We have received awards for our food service menu and presentation, in order for the children to receive the optimum benefits from good nutrition. We offer the opportunity for you to help these children from all ethnic and economic backgrounds to grow and learn. Volunteers will work with our classroom staff and may elect to become involved in our application of the Federal Adult and Child Care Food Program, including its documentation requirements. We can schedule volunteers at various time of day during the hours that we are open from 6:30 a.m. to 6:30 pm.

6. **Albuquerque VA Medical Center.** Address: 2100 Ridgcrest SE, 87108
Phone: 265-1711 ext. 2331 Contact Person: Amy Osello

Description: Assist with clerical work in clinic, assist with therapists in treatment, transport patients to/from clinic, assist with pool group/exercise group.
Time: 7:30 a.m.-4:00 p.m. Monday through Friday

7. **All Faiths Receiving Home.** Address: P. O. Box 80812, 87198
Phone: 266-3506 Fax: 262-2877 Contact Person: Christine Montañó or Rani O'Brien.

Description: We need children's program volunteers to facilitate the emotional, physical, and social development of the children whose parents attend parent meetings. Responsibilities include providing a program for the children which has a routine, structure and activities appropriate to the children's age and needs; set a positive discipline atmosphere that promotes caring, trust and safety of the children; be a model for the parents; provide feedback to parents regarding behavior and feedback to facilitators re: concerns (i.e., possible abuse).

Volunteers will develop an increasing knowledge of child development; volunteer will learn a repertoire of skills related to positive discipline; volunteer will gain knowledge about the dynamics of the dysfunctional, abusive family; and volunteer will have opportunity to check into resources which could benefit children and/or families. Volunteer must have insight into own personal issues, esp. re: abuse. Position will involve some evening hours. A person with initiative will have opportunities to develop and expand on ideas/programs.

8. **Alta Mira Specialized Family Services.** Address: 800 Rio Grande NW, Suite 19, 87104 Phone: 842-9948 Contact Person: Carmen Sanderfur.

Description: Our agency provides services for individuals with developmental disabilities and for their families. We need helpers for the following areas: toy organizer to wash toys and shelf daily, child care every Wednesday 1:30-3:30 while siblings receive services, play group aide for children between 18 months to 3 years of age every Wednesday 9:30 - 12 p.m., miscellaneous office aide, adult assistant on Tuesday nights 7 - 9 p.m. Our agency could use 3 to 4 volunteers. Volunteers must be 18 years or older, complete an application, and criminal record check will be conducted. Orientation: Prefer to interview each volunteer.

9. **The Arc of New Mexico.** Address: 3500 G Comanche NE, 87107
Phone: 883-4630 Fax: 883-5564 Contact Person: Randy Costales.

Description: The mission of The Arc of New Mexico is to improve the quality of life for individuals with developmental disabilities of all ages by advocating for equal opportunities and choices in where and how they learn, live, work, play and socialize.

10. **Barrett House.** Address: 905 Brother Mathias Pl. NW, 87102.
Phone: 243-4887 Contact: Sister Dorothy Hansen, OSF, Program Director.

Description: Barrett House is a short-term emergency shelter, providing food, housing, and clothing for homeless women and children. The duration of stay is from a probationary period of three days up to 3 weeks. We accept women with children and single women because of limited resources and space. Women and children are the most vulnerable on the street. The staff includes a director, night and week-end managers, housekeeper, cook, bookkeeper, and maintenance person. Volunteers make it possible to keep the house running and avoid staff burnout. Volunteers answer the phone and door, do odd jobs, and interact with the guests as a friendly listener. They play with children and do guest intakes. Volunteers are also responsible for a variety of odd jobs. We are looking for a maximum of 12 volunteers.

11. **Campfire Boys & Girls.** Address: 700 4th St. SW, 87102 Phone: 842-8787
Contact Person: Vicki Thacker

Description: Campfire would like to train TVI students to teach our self reliance program, "I'm Peer Proof," to the third, fourth, and fifth graders at some of our after school

programs in Albuquerque and Rio Rancho. Being involved in this project would develop the student's organizational, planning, team building and presentation skills; expose them to the rewards of teaching and working with children; instill responsibility, stimulate creativity and communication. Orientation: We will schedule orientation to meet student's needs. Time: Students would need approximately 45 minutes per week to do lesson plans. Total classroom planning time would be sixteen and half hours per class. We require 4 hours of training time with one of our program staff. Actual sessions with children would be taught one afternoon a week (preferably Wednesdays, 2:45-4:45 p.m.)

12. Career Service For Persons with Disabilities. Address: 4401-A Lomas NE, 87110 Phone: 265-7936 Contact Person: Kim Griego

Description: Career Services is a not for profit agency that helps persons with disabilities find and acquire jobs. We need volunteers for the following areas: marketing-we need help putting together a brochure, skills for management interviewing/mock interviews for clients, teaching computers - assisting clients who come in on the basics of computer usage (computers from our lab will be used.) Orientation: None Time: 8-5 pm

13. Catholic Social Services of Albuquerque, Inc. Address: 1410 Coal SW, 87104. Phone 247-9521 Fax: 242-9001 Contact Person: Francie Hill, Volunteer Coordinator.

Description: Catholic Social Services is an agency which serves all peoples. We provide mental health counseling, affordable home care and transportation for the elderly, an extensive resettlement program for refugees, immigration services, and English as a second language classes. Ongoing volunteer needs include English tutoring for refugees and immigrants, transporting refugees and/or elderly clients to appointments and helping them become and remain independent, and visiting the elderly. Volunteers also provide supportive services as care givers in South Valley day care center for at-risk children of teen parents.

14. Children, Youth & Families Department. Address: 5100 2nd NW, 87107 Phone: 841-7379 Contact Person: Mary Olrich, Program Coordinator

Description: The State of New Mexico Children, Youth & Families Department contracts with our private, non-profit organization to provide mediation services to juvenile offenders and their victims. We are housed in the Juvenile Justice Center at 5100 2nd NW. The Service-Learning student will complete 15 hours of hands on work within the program, including order to measure compliance of clients with mediation contracts, compilation of statistics related to program performance or client profile, or some related task which would yield useful information about the program in order to improve overall performance. This project would be negotiated between coordinator and Service-Learning student prior to initiation of Service-Learning time. Student input is strongly encouraged. Remember, the work entailed is primarily that of data gathering. Minimum qualifications: word processing, communication skills including written and oral in working with clients and program staff. We will need a responsible and reliable worker who is able to work independently once given sufficient instruction.

15. Cuidando Los Niños Day care. Address: 1500 Walter SE, 87102 Phone: 843-6899 Fax: 764-8296 Contact Person: Natalia Beckwith, Volunteer Coordinator (Thursday afternoons).

Description: Cuidando Los Niños (Caring for the Children), is a non-profit agency providing licensed childcare and support services to homeless families while children are receiving high quality childcare, parents are able to look for housing, find work or return to school. Parents are required to work on self-identified goals and to attend weekly parent

education meetings. Volunteers help in the pre-school, nursery, kitchen and with housekeepers. Orientation: Volunteers need to meet individually with Volunteer Coordinator. A mandatory training session will be held on September 10, 1996.

16. Dennis Chavez Community Center "DC Readers." Address: 715 Kathryn SE, 87102 Phone: 848-1341 Contact Person: Claudia Valles, Volunteer Coordinator or Rita Sanchez Webster, Activities Coordinator.

Description: The "DC Readers" program is a volunteer literacy program for children and adults in the South Broadway Community. In conjunction with Eugene Field Elementary School we offer an after school reading program assisting the children with homework assistance, tutoring, arts and crafts and field trips. The program is held Tuesdays and Thursdays from 3:30-5:30 p.m. at Dennis Chavez Community Center. There are approximately 10-15 children enrolled in the program. Volunteers are needed to work with the children in order to better serve them on a one-to-one basis or small group reading activities. Bilingual students, and African American students are especially needed because of the ethnicities we serve. The volunteers will be required to take a four hour literacy training offered free of charge by the program.

17. City of Albuquerque - Department of Senior Affairs Home Services.
Address: 714 7th SW, 87102 Phone: 764-6400 Contact Person: Larry Moya.

Description: The Department of Senior Affairs Home Services is a city government non-profit entity, that helps seniors in the Bernalillo County area. We provide Minor Home Repair and Home Retrofit. Because of limited funds and limited staff, we depend on the Community Services and volunteers to help with the more complex situations. We are always in need of plumbers, electricians and carpenters.

18. Dismas House. Address: P. O. Box 35596, 87196 Phone: 266-6129
Contact Person: Bill O'Neill

19. Family of Readers. Address: 5901 Paradise NW, 87114 Phone: 897-8897
Fax: 897-8995 Contact Person: Shelly Boeglin.

Description: Tutor and help children/adults with low reading levels and learning disabilities. We teach reading as a life skill. One-on-one tutoring, after school homework, pre-school reading. We need enthusiastic people to help children learn to read!

20. Family Nurturing Center. Address: 4517 7th NW, 87107-3900
Phone: 343-1989 Contact Person: David R. Preininger

Description: Family Therapy Center provides therapy and parent education programs. Non-profit volunteer needs include: commercial wiring (emergency lights need to be moved and many of the offices do not have separate light switches.) Therapy aides to work with children (0-12 yrs.) while parents and siblings see therapists. Volunteers will be given specific activities to lead related to family therapy tools. Child care aides to care and work with children 0-12 years when family is attending parent education workshops. We are looking for a maximum of six volunteers. Orientation: 2 hours, dates to be determined. Time: Wiring-anytime, Therapy aides-school hours, Child Care Aides-6:30-8:30 p.m.

- 21.a) First United Methodist Church: Getting to Know You. Address: P.O. Box 1638 (4th & Coal), 87103 Phone: 243-5646 Contact Person: Dee Ivy

Description: Getting to Know You is an after-school program offered one a month and provides an opportunity for 40-45 students from four elementary schools to participate in a youth led program at Jefferson Middle School - very near the University. Volunteers

would assist the youth set up and plan for the programs, serve snacks, and possibly drive the van. Bilingual would be helpful. Orientation: Individual basis Training: on-Th-job Time: 4 hours, second Wednesday of each month.

22.b) First United Methodist Church: Inner-City Youth Choir. Address: P. O. Box 1638 (4th & Coal), 87103 Phone: 243-5646 Contact Person: Dee Ivy

Description: Volunteers would work with Washington Middle School student to perform a musical. Volunteers are needed for transportation and assisting the choir director. Music and dance skills a plus. Bilingual would be helpful. Orientation: individual basis Training: on-the-job Time: Thursdays 3-5 p.m.

23.c) First United Methodist Church: Monday at the Movies. Address: P. O. Box 1638 (4th & Coal), 87103 Phone: 243-5646 Contact Person: Dee Ivy

Description: The mission of Monday at the Movies after-school program is to provide a safe place to be for "at risk" middle school students. Volunteers are needed to provide transportation using the church van; be role models and develop relationships with the youth, assist in program events including basketball, movies, ping pong, tutoring, making puzzles and other fun activities. Bilingual would be helpful. Orientation: individual basis Training: on-the-job Time: Mondays 2:30-5:45 p.m.

24. Five Sandoval Indian Pueblos, Inc. Address: 1043 Highway 313, Bernalillo, NM 87004. Phone: 867-3351 Contact Person: Rene Rounsville.

Description: Its mission is to strengthen and improve the social and economic status of its member tribes. The agency plans, develops, and manages an array of human and economic development services for the pueblos of Cochiti, Jemez, Sandia, Santa Ana, and Zia. Health, social, educational, and economic planning services are provided. Funding is from 17 federal and state grants serving over 5,300 Pueblo Indians. Volunteers would be interviewed for placement in health services, including alcohol and drug abuse treatment and prevention, health care, food supplemental and nutrition program; and other human services such as head start programs, employment and training programs.

25. Free Zone Enterprise. Address: 907 Sunset SW, 87105 Phone: 765-1669 Contact Person: Joseph Jaramillo, CEO

Description: Free Zone Enterprise is a small business incubator for at-risk youth. The program attempts to reach youth to attain and maintain steady training and a steady income. Free Zone is a different kind of program in that the youth himself/herself must be motivated to overcome all adversities. Free Zone should not be confused as a glorified welfare program. We are looking for two volunteers per semester due to limitations on our office space.

26. Greater Albuquerque Habitat for Humanity. Address: 3501 Campus NE, 87106 Phone: 265-0057 Contact Person: Bob Biggers, Executive Director.

Description: Habitat for Humanity is a non-profit, interdenominational, Christian organization dedicated to eliminating poverty housing. In Albuquerque GAHH builds new homes for low income persons. Volunteers are needed to answer the office phone, do word processing, work on the newsletter, translate documents from English to Spanish, supervise volunteers on the construction site if skilled in any of the construction trades, work on the construction site on Saturdays with little or no previous construction experience, and assist in public relations by taking public service announcements to local radio and TV stations. The only training required is a personal interview with the director. All other instruction would be done while volunteering.

27. The Green Project. Address: 900 Espanola NE, 87110 Phone: 268-5059
Contact Person: Sandra Green, Director.

Description: The Green Project is a residential Elder Care home for elderly women. Our purpose is to let elderly people know they are still a useful and important part of society. We are an internship site for students in various UNM programs: Art and Occupational Therapy; Audiology and Speech Pathology. Residents provide hands on experience for student interns interested in the geriatrics/gerontology field. Volunteers are needed to provide companionship, to take people for walks, assist with personal needs such as writing letters, and most importantly to form a link with the outside world. Elderly people often feel put away and forgotten. We are trying to counteract this negative image by keeping in contact and interacting with the larger community. Note: Students in all 7 instructional divisions are encouraged to apply, creative projects are available.

28. Hawks Aloft, Inc. Address: P. O. Box 10028, 87184 Phone: 343-0111
Contact Person: Gail Garber, Executive Director.

Description: Hawks Aloft, Inc. A local, non-profit organization specializing in neotropical migratory bird research and education, offers a short-term learning experience, researching and writing articles for the quarterly publication, "Aloft" This volunteer position requires a highly motivated individual with the ability to work independently and from their home. Technical assistance and supervision will be provided through personal meetings and the telephone. Must have computer access. Students will benefit from exposure to raptor and passerine biology, conservation issues, and will receive full credit for all written materials provided to Hawks Aloft.

29. Head Start Parent Child Center Program. Address: 2520 Virginia NE, 87110
Phone 291-9394 Contact Person: Joyce Bonteaux, Director.

Description: The Parent Child Center is part of the Head Start program and works with income eligible families who have a pregnant woman and/or children from birth to three years old. It is an experiential parenting program which takes place in both home-based and center-based settings where staff model positive ways of working with infants and toddlers, coach parents in child development and in increasing their parenting skills.

Volunteers could assist in a classroom of toddlers and their parents by playing with children, helping with activities and outdoor play, keeping children safe, setting up for meals, etc. Other volunteers might conduct one-hour parent education workshops on child development, health and safety, nutrition, adult career and education planning, life skills, etc. Volunteers are also needed to translate (Spanish/English) or to teach/tutor adults in ESL and basic literacy. Work on Tuesday-Friday between 9:30-2:30.

30. HIV Coordinating Council. Address: 4401 Silver SE, Suite K, 87108
Phone: 266-1553 Fax: 266-6010 Contact Person: Rikk Valdivia, Admin. Assistant

Description: The HIV Coordinating Council coordinates prevention and services planning for HIV for the State of New Mexico. Volunteer opportunities include database management, clerical assistance, and phone calls. Our office interacts and works with most HIV/AIDS agencies and personnel in the State of New Mexico. Depending on hours per week, we could use up to 8 volunteers. Orientation: Please call for information.

31. Jewish Family Service. Address: 5850 Eubank NE, Suite B-32, 87111
Phone: 291-1818 Contact Person: Art Fine, Director.

Description: The Jewish Family Service Volunteer Service Program, entitled "Ozrim" ("Helpers" in Hebrew), provides several types of volunteer experiences. (1) The David Spector Shalom House - a residence for "well elderly." Shalom House volunteers may work

one-on-one with residents, oversee activities, or provide transportation. (2) The Friendly Visitor Program - Friendly Visitors provide social contact and support to housebound elderly, invalids and nursing home residents.

(3) The Russian Refugee Resettlement Program - Volunteers help "new Americans" become acculturated to their new country. (4) Jewish Hospice Support Services Program).

32. La Mesa Community Daycare & Preschool "Campfire Kids".

Address: 700 4th SW, Suite B, 87102 Phone: 842-8787

Contact Person: Nancy Kober.

Description: The agency provides childcare for children 6 weeks to 6 years of age who live in low income areas with high crime rates. We need volunteers to provide office assistance and with special projects. Volunteers should have current TB test and finger printing may be necessary.

33. Lifeline/HeadsUp. Address: 2720 Carlisle NE, Suite A, 87110 Phone: 881-5247 Contact Person: Lorraine Hogan, Director. (Location: Carlisle & Menaul)

Description: New Day Shelters offers substance abuse- and DWI- prevention education to the community through its Lifeline and HeadsUp programs. Activities for this year (96-97) will include a series of group sessions for high-risk youth, classes for teens and their parents, community-based fun days, and a theater group which will perform at schools, community centers and other sites. Volunteers options include: facilitating small group discussions, accompanying groups on recreational or educational outings, mentoring youth on advisory & planning committees, working with middle, high school and college students and other community groups to plan and execute activities, and assisting teens with theater project. Paperwork and office work is MINIMAL. Orientation: We require one 2-hour orientation; which would be scheduled several times.

34. Literacy Center of Albuquerque. Address: 4401A Lomas NE, 87110 Phone: 266-7202 Contact Person: Adrienne Edwards.

Description: The Albuquerque Literacy Program (ALP) is a volunteer based organization dedicated to reducing the rate of illiteracy in our community. ALP offers free tutoring for adults who need to develop their basic skills in reading, writing or speaking English. Our primary objective is to promote education and personal growth based in the needs and goals of our students. ALP offers 16-19 hour tutor training workshops in Basic Reading and English as a Second Language (ESL). Volunteers are needed for student intakes, tutor support, administrative clerical tasks and tutoring.

35. Los Padillas Literacy Program. Address 2117 Los Padillas SW, 87105 Phone: 877-1884 Contact Person: Sylvia Chavez, Program Director. (Location: near Isleta & Los Padillas)

Description: LPLP is a community-activated, volunteer organization that provides one-on-one assistance to children and adults in the South Valley. Volunteers and clients set up their own schedule (at least 2 hours per week). Together, they work on one or more of the following areas: reading; writing; math; English speaking; G.E.D.; getting a job; or using social services. Some on-site training is provided, free of charge, to all volunteers. We need volunteers to work with clients, help in the office, serve on the Advisory Board, help recruit more volunteers, or help with publicity/public relations.

**36. Manzano del Sol Health Care Center. Address: 5201 Roma NE, 87108
Phone: 262-2311 Contact Person: Janet Wilder, Activity/Volunteer
Coordinator.**

Description. Manzano del Sol is a Christian non-profit health care center whose mission is to share God's love in word and deed by providing support services to older persons and others in need. Our motto is "In Christ's Love, Everyone is Someone."

The Activity Department is responsible for providing quality care for the residents which in turn enhances their physical, mental and psychosocial well being. The average age of our residents is approximately 85 years, with over half on wheelchairs. Our activity program runs Monday through Saturday from 9-5 p.m. with special events and parties throughout the calendar year.

Volunteers are welcome to help in the activities already established or create an activity in which they would like to put their talents to use. Hours can be arranged around school schedules. A brief orientation is given, and volunteers are asked to check in the sign-in book for hours worked.

**37. Martineztown House of Neighborly Service. Address: 808 Edith NE, 87102
Phone: 242-4333 Contact Person: Eugenia Cabiedes or Betina Valdez.**

Description: To provide programs that will contribute to the physical, social, educational and spiritual growth of all persons needing MHNS service...and to establish and maintain teaching, training and service components which will advance human and community development. Bilingual a plus. **Orientation:** Students must attend MHNS Volunteer orientation meeting September 10th -10-11 a.m. or September 18th - 1-2 p.m. Must provide 3 references that can be verified.

**38. McBride Foundations "College Bound" Program. Address: 5555 McLeod NE,
87109 Phone: 837-7562 Contact Person: Phil Davis, Executive Director.**

Description: The McBride Foundation is a private, not-for-profit organization committed to reducing adolescent crime and school dropout rates, particularly among at-risk and disadvantaged children, to encourage them to finish high school and to pursue a program of higher education. "College Bound" is a national program of community service performed by students in college or vocational school, who work with a classroom of elementary school students in exploring the college environment and discussing the choices, opportunities, and responsibilities of college. The program consists of five classroom visits and one campus field trip over the course of one semester. "College Bound" is not lecture-oriented and is not tutoring; it is about mentorship geared to 3rd, 4th and 5th graders. Discussions range from what courses are needed, what majors and degrees are available, how college students budget their time, what student financing programs are available to those who qualify, etc. Lesson plans and all necessary materials are provided.

**39. Museum of Natural History & Science. Address: 1801 Mountain NW, 87104
Phone: 841-2877 Contact Person: Eileen Dustan, Volunteer Coordinator.**

Description: Museum Host-greet visitors as they arrive at museum, orient them to museum timeline and set tone for their visit. **Orientation:** 1:1 basis, about 8 hours. Require 1 shift per week of about 3 hours. Can work any day of the week, 9-5. Training will be on February 12th from 6:30 to 9:00 p.m.

**40. New Day Shelters. Address: 2720 Carlisle NE Suite A, 87110
Phone: 888-3101/5228 Contact Person: Lorraine Hogan**

Description: New Day Shelters is a non-profit youth and family service agency. Our four residential sites and several outreach programs offer a range of services for teens

who are considered to be "at risk", including - but not limited to - those who are runaway or otherwise homeless. Services include temporary shelter, counseling, life skills training etc. We will accept students from any and all disciplines for a variety of creative projects For information on residential programs see "Rising Sun" For information on outreach programs see "Lifeline/HeadsUp" Orientation: We require one 2-hour orientation; which would be scheduled several times.

41. **New Mexico Advocates for Children & Families.** Address: P. O. Box 26666
Phone: 841-1710 Contact Person: Stephanie Gabriel
Description: Reviewing and updating personnel manual for organization, develop a procedure and forms for employee leave, develop a new employee application. Time: 8:00 a.m. - 5:00 p.m
42. **New Mexico AIDS Services, Inc.** Address: 4200 Silver SE #D, 87108-2721
Phone: 266-0911 Contact Person: Allyson MacIsaac.
Description: NM AIDS Services has a dual mission: 1) Education and Prevention; 2) Direct Service, which includes emotional support and counseling, a buddy program, food bank, client grants, housing, crisis management, practical support for daily living, and support groups of various kinds. Volunteers might help clients with transportation, provide household help, distribute food, provide support for daily living, participate in educational activities, health and safe sex education, run errands for clients as appropriate., etc. Training is required for all volunteers; number of hours vary; contact Allyson for more details.
43. **New Mexico Army National Guard.**
44. **New Mexico Center for Dispute Resolution: Victim Offender Mediation Program.** Address: 5100 2nd NW, 87107 Phone: 841-7300 Fax: 841-7601
Contact Persons: Mary Shapiro or Linda Thayer-White
Description: Provide mediation services for juvenile offenders and their victims.
Time: 9 a.m. - 5 p.m. Monday through Friday Orientation: to be arranged individually
45. **New Mexico Conference of Churches.** Address: 124 Hermosa SE, 87108
Phone: 255-1509 Contact Person: Michael Taylor
Description: Office work, help with bulk mailing, computer input, record keeping, filing and some telephone answering. This office provides social outreach opportunities through task forces and committees. The information to the faith community as well as the community at large is of utmost importance.
46. **New Mexico Right to Choose.** Address: 3240 "D" Juan Tabo NE, 87111
Contact Persons: Nancy Ellefson or Lisa Felice, Volunteer Coordinator
Description: NARAL NM/Right to Choose is the lobbying organization for the pro-choice movement in New Mexico. We believe women have the right to decide for themselves regarding abortion. Duties: mailings, stuffing envelopes, light computer and typing work, letter writing to legislators and Congressmen, fund raising events and political rallies.
47. **New Mexico Teen Pregnancy Coalition.** Address: P.O. Box 35997, 87176
Phone: 841-1715 Fax: 841-1702 Contact Person: Joby Simpson
Description: To address issues related to adolescent sexuality, pregnancy prevention, pregnancy and parenting. Orientation: when needed.

48. **New Mexico Women's Correctional Facility.** Address: PO Box 800 Grants, NM 87020 (about 1 hour and 15 minute drive from Albuquerque. Students will need to have their own transportation or car pool with another student). Contact Person: Chaplain Janice Bales, Volunteer Coordinator, Phone: h) 1-285-5062; o) 1-287-2941.
Description: Volunteers will work Primarily as tutors in the education department. Hours available: Monday-Friday 8-4 with lunch provided; students can work either a morning or an afternoon block or both per trip. Staff is willing to discuss your individual educational needs. This is an exciting opportunity for students to be exposed to a little-noticed dimension of our society and to become acquainted with the women on a personal level. The students who participate will be making a powerful statement about their sense of responsibility and support for the reintegration of women into society. Volunteers are needed who are open to forming new relationships, who are flexible and who have a sense of humor. An aspect of the program will be an introduction to some of the social issues which arise from poverty and our judicial system.
49. **Pasitos de Ninos, Rehabilitation Center, Inc.** Address: 1023 Stanford NE, 87106 Phone: 255-5501 Contact Person: Karen Lucero, Coordinator
Description: Pasitos de Ninos is the child development program at the Rehabilitation We offer services to children ages birth-3 years and their families. The children at Pasitos de Ninos are developmentally delayed in one or more areas of development. The therapists (physical therapists, speech and language pathologists, occupational therapists) are present in the classroom while the children are playing. Pasitos de Ninos is located at the corner of Stanford and Tucker--within walking distance of UNM. We offer you the opportunity to make a difference in the life of a young child with special needs. Volunteers will assist teachers and/or therapists in a classroom setting. Vision or hearing impaired volunteers can observe--the babies/toddlers need very close supervision. Each volunteer must bring current results of a TB test within last year. This is a state law for people working with children.
50. **PEACECRAFT.** Address: 3107 Central NE, 87106 Phone: 255-5229 Fax:268-4234 Contact Person: Joann Lamb
Description: PEACECRAFT is a non-profit organization, run by volunteers, that assist the Poor of the "Third World" and the U.S. through self-help projects and educational programs. Our store sells their artisan crafts and clothes to provide secure family income and freedom from hunger. Orientation: Individualized orientation by Coordinator. Manual utilized for sales & store procedures. Materials provided and available for further study, with information about PEACECRAFT, the worldwide cooperatives it supports, and the crafts sold at the store and special programs throughout the Greater Albuquerque area.
51. **Peanut Butter & Jelly Therapeutic Family Center.** Address: 1101 Lopez SW, 87105 Phone: 877-7060 Contact Person: Debbie Sanchez or Toby Jackson
Description: PB&J is a therapeutic program working with parents and children who are at high risk due to mental illness, substance abuse, child abuse, and neglect, separation, developmental delay or in need of parenting support. We also work with incarcerated parents. Volunteers work in a classroom setting with parents and children 0-5 years of age, assist with therapeutic childcare in the evening or in clerical duties. Orientation: Individual or in groups. Work: 8:30-11:30 a.m., 12:30-3:00 p.m., 6:00-8:00 p.m.
52. **Ponderosa Child Development Center.** Address: 5301 Ponderosa NE, 87110 Phone: 881-4331 Fax: 881-4331 Contact Person: Alice Maes or Melissa Gaskins
Description: Quality day care for children aged 2 through 9 years. These children are

typically developing, developmentally delayed, physically, emotionally, mentally challenged. Our mission is to work with each child to meet individual needs in any way possible. We will not ask any child to leave but instead work with them and their family.

53. **Presbyterian Healthcare Services.** Address: 1100 Central SE, 87106
Phone: 841-1501/1205 Contact Person: Joanne Erickson or Caroline Moore.
Description: Volunteers work in the hospital gift shop. This would be an opportunity to gain retail experience, customer service skills, cash register use, stocking, etc. Volunteers will work under the supervision of paid staff. Presbyterian Hospital is a non-profit metropolitan acute care hospital with 3000 employees. A maximum of 2-3 volunteers.
Time: 8:30 a.m.-8:00 p.m. - seven days a week.
54. **Project Share, Inc.** Address: 1515 Yale S.E., 87106 Phone: 242-5677
Contact Person: Eva Khoury, Director.
Description: Project Share is a free meal site for homeless and poor people. A community garden is a part of Project Share's design to help the clients. Volunteers help set up, serve and clean up after the evening meal. Orientation: Mandatory with Director Times: 4:00-6:30 p.m. Thursday through Monday.
55. **Puente Project/TVI.** Address: 525 Buena Vista SE, 87106
Phone: 873-8347 ext. 23 Contact Person: Joe Sackett, Special Projects Director
Description: The Puente Project is a cooperative effort between TVI and Albuquerque Public Schools to increase awareness of mathematics and science among fourth-graders at East San Jose Elementary School. The project introduces students to many aspects of math and science that will be relevant to them in the future. It opens the different areas and jobs that are available at TVI as well as the training and importance of school. It provides a good opportunity to expose children to technology. Six volunteers are needed to act as tutors, presenters and assistants when necessary. Time: variable
56. **Rising Sun Residential Treatment Center.** Address: 1313 Girard SE, 87106
Phone 268-6924 Contact Person: Barbara Frank, Director.
Description: Rising Sun is a highly structured, community-based, center for adolescents, both boys and girls, who have been diagnosed with emotional and behavioral disorders. Our clients live in a safe and nurturing environment where they receive psychosocial rehabilitative services from a caring and committed professional staff. The Center's treatment objective for each client is to return to a less restrictive, more functional life situation. Personal interviews are required for volunteers who wish to help us with these special children.
57. **Saint Francis Child Care Center.** Address: 902 Las Lomas NE, 87102
Phone: 247-0531 Contact Person: Peggy Sowders, Volunteer Coordinator.
Description: St. Francis Child Care Center is a non-profit child care facility offering an intergenerational program, primarily in association with Saint Francis Gardens Nursing Home but also with Encino House. The program benefits both children and nursing home residents by giving both opportunities to interact in a variety of situations, from wing visits by the children, child care center visits by the "Grandpals," and participation in planned group activities.
Volunteers in this program may choose to interact primarily with the children by reading stories, providing music, playing games or doing special art projects, or may help bring SFG residents to the child care center for activities/SFCCC children to the nursing home for activities. The need for volunteers is primarily between 9-11 a.m. and 3-5 p.m. Some

volunteer training and orientation is required. Orientation: Individual orientations.

**58. St. Martin's Hospitality Center. Address: 1201 3rd St. NW, 87102
Phone: 843-9407 Contact Person: Scott Bryant, Volunteer Coordinator.**

Description: Albuquerque has more than 2,000 homeless people. St. Martin's provides a safe place where these persons are welcome, in addition to making a variety of other services available, such as food, clothing, hygiene assistance, mail and message contacts, substance abuse counseling, storage facilities, literacy training, and referrals for other social services such as job service and transitional apartments. Volunteers are the primary staffing for all day shelter services, and are an integral part of St. Martin's mission as a place where people can come together and discover that, underneath outward appearances, people are all very much alike.

59. Share Your Care Adult Day Care Program. Address: 2700 Rio Rancho Blvd. SE, Rio Rancho, NM 87124 Phone: 897-9025 Contact Person, Tom King, Volunteer Coordinator. (Location: 5301 Ponderosa NE & Rio Rancho)

Description: Share Your Care, the first adult day care center in New Mexico, is a private, non-profit agency that is governed by a volunteer Board of Directors. It serves frail and socially isolated elderly as well as handicapped and developmentally disabled adults in the community. Its goal is to provide a safe and stimulating environment, promote quality of life, and enhance the independence of these individuals. Volunteers can serve as adult day care worker assistants, clerical assistants, entertainers or special events volunteers. Two locations- one in Albuquerque & one in Rio Rancho.

**60. South Albuquerque Cooperative Ministry. Address: 3907 Isleta SW, 87105
Phone: 873-1400 Contact Person: Daniel Erdman and Randy Moorman.**

Description: SACM is an Ecumenical Shared Ministry including United Methodist, Presbyterian USA, United Church of Christ, and Mennonite churches. It is a Multi-cultural and bilingual ministry. It is guided by evangelistic concerns but is also committed to being an active presence of social justice and outreach in its community. SACM is particularly concerned about being present in the lives and struggles of recent Latino immigrants (Mexican, Central American, and Cuban). Times: Friday Youth Meetings 6-9 p.m., Weekend activities (varies) and possible Wednesday Fall program 7-9 p.m. Schedule is flexible.

**61. South Broadway Action Team. Address: P. O. Box 9872, 87119-9872
Phone: 247-2552 Contact Persons: Mary Ann Fiske, Volunteer Coordinator**

Description: The South Broadway Action Team is the sister organization of the South Broadway Neighborhood Association--working to address issues of community safety in the South Broadway neighborhood.

**62. The Storehouse. Address: 106 Broadway S.E., 87102 Phone: 842-6491
Contact Person: Anne Foster**

Description: Ecumenical ministry that recycles donations of food, clothing and some household items without cost to the homeless, needy or working poor. Orientation: Individual or in groups. Time: Monday-Friday, 9:00 a.m. -5:00 p.m.

**63. Southwest Organizing Project. Address: 211 10th St. SW, 87102
Phone 247-8832 Contact Person: Roberto Roybal, Staff. (10th & Park)**

Description: The Southwest Organizing Project (SWOP) is a multi-racial, multi-issue community-based membership organization which was founded in 1981. Our mission is to

empower the disenfranchised in the Southwest to realize racial and gender equality, and social and economic justice. Volunteers might be utilized in a variety of programs including voter registration and education, surveying in the community, community research, direct actions, participation in community meetings, assisting in community organizing efforts. Applicants will be interviewed and assigned depending on interests and skills, and agency needs.

64. **Therapeutic Recreation Programs - City of Albuquerque.** Address: 330 Roma NE, 87102 Phone: 764-1525 Contact Person: Carrie Guoladdle, Activities Coordinator. (Roma & Arno)

Description: *Therapeutic Recreation Programs, a United Way certified volunteer agency, provides persons with mental, physical, social and emotional impairments and persons without disabilities opportunities to participate in appropriately selected recreational experiences. Activities are designed to enhance growth and development, encourage participation in a least restrictive environment, enable improved levels of leisure participation, and most importantly, improve quality of life. Specialized and adaptive programs are offered year round to persons of all ages and abilities. Volunteers will assist in the actual implementation of programs. Placement is available at a choice of programs including: before and after school programs, Friday evening dance/socials, special events, Saturday morning programs, summer recreation programs and workshops of various art form.*

65. **Title III - TVI.** Address: 525 Buena Vista SE, 87106 Phone: 224-4332 Contact Person: Ann Kirkpatrick

Description: Title III Project, is sponsoring a small pilot project to provide peer mentors to selected TVI students. This is an opportunity for students participating in the Service-Learning program to gain service-learning credits on the TVI campus. College students face a variety of challenging problems including balancing time between family, work and school; developing academic skills; and other social and school attendance problems. Sometimes a support system is all that is needed to enable a student to cope and to succeed in college. A Peer Mentor provides a supportive listening ear, information, referrals, and advocates self-help. Peer mentors must enjoy helping others and develop a sincere interest in the mentees' success in school. Comprehensive training will be provided and mentors will be expected to meet on a regular basis with their mentees' at a time which is convenient for both.

66. **United Way of Central New Mexico .** Address: 302 8th NW, 87103 Phone: 245-1724 or 247-3671 Contact Person: Karen Hayworth, Volunteer Connection Manager.

Description: United Way brings businesses, service providers, community organizations and individuals together in order to raise the resources necessary to help people in our community to help themselves. Each year we raise and distribute millions of dollars for our community. We raise it here and we spend it here. **Orientation:** The Volunteer Coordinator will provide orientation to introduce Service-Learning students to United Way.

67. **University Home Care/Hospice (a component of UNM Hospital).** Address: 4001 Indian School NE Suite 300, 87110. Phone: 272-6700 Contact Person Diane Longeway, Volunteer Coordinator.

Description: University Home Care/Hospice provides nursing care, emotional, and spiritual support to terminally ill patients and their families. Support for the family and friends of patients after bereavement is also provided. Volunteers are an essential component of Hospice and terminal care, and do both office and direct patient work. The student is required to do 24 hours of work, and each volunteer is interviewed, oriented, and expected

to attend 4 training sessions. We will limit the number of students to eight. Students need to have their own transportation to the Hospice site.

Family Developmental Program. Address: 1500 Walter SE, 87102

Description: The Family Development Program is a non-profit organization that provides a continuum of services to families living the South Broadway area. The continuum includes:

68.a) UNM Family Development Program - Baby Amigo Component.

Address: 1500 Walter SE, 87102 (John Marshall Center) **Phone:** 277-6943

Contact Persons: Judy Madewell, Project Coordinator (247-4337).

Description: Baby Amigo is a program in which volunteers conduct home visits with parents of young children as well as expecting parents. The volunteer will offer personal support, parenting advice, information about pregnancy, health, and nutrition, and will act as a contact between families served and other support agencies. Other volunteer positions besides home visitors are available.

69.b) UNM Family Development Program - Family Support Services.

Address: 1500 Walter SE Rm. 105 **Phone:** 246-8972

Contact Person: Claudia Medina, Family Support Services Coordinator.

Description: UNM Family Development Program/Family Support Services provides training, leadership development, counseling and referrals to other services for more than 100 families whose children are enrolled in our preschool and after school programs. We need volunteers to provide one-on-one ESL tutoring for adults and to be care givers for children of those parents participating in training and other group activities.

70.c) UNM Family Development Program - Escuelita Alegre.

Address: UNM Onate Hall, Rm 217, 87131 **Phone:** 277-6943

Contact Person: Roberta Marquez

Description: Escuelita Alegre is a bilingual, multi-cultural preschool for children ages 3 to 5 years. Escuelita Alegre operates four classes (a morning and afternoon class) Monday through Thursday at two community centers in the South Broadway area. Preschool teachers could use help with supervising the children and room maintenance. At the management level, we could use help with word processing, database entries, overall documentation and running errands. Any volunteer working with children must present a copy of a TB test, photo ID with name and address. This will be kept on file at the preschool where the volunteer is located.

71. Wells Park Family Learning Center. Address: 500 Rosemont NW, 87102

Phone: 848-1390 **Contact Person:** Charmaine Gutierrez, Director or Andrea C'deBaca, Literacy Program Coordinator.

Description: The Family Learning Program at Wells Park Community Center is an intergenerational learning center, which offers a variety of learning opportunities, including a one-on-one after school tutoring program for school-aged children located in Albuquerque's inner-city. Tutoring takes place Monday-Thursday, 3:30-5:00 p.m. We are currently implementing a General Education Program and Specialized Adaptive programs offered year-round to persons of all ages and abilities. The program will take place evenings and weekends. Tutors and volunteers are needed. Training will be provided before a tutor or volunteer begins working with a student, and usually will work anywhere from 2-6 hours per week for at least six months.

72. **Wildlife Rescue, Incorporated of New Mexico.** Address: P. O. Box 13222, 87192-3222 Phone: 344-2500 Contact Person: Sheila Hammack, Treasurer.

Description: Wildlife Rescue Inc. of NM is a volunteer not-for profit organization operating under permits from the NM Dept. of Game and Fish and the US Fish & Wildlife Service. Trained members of the organization receive orphaned & injured wild animals found by the public & rehabilitate them to be returned to the wild. Most of the work is done in the homes and back yards of the members. An hour a week cleaning cages, doing laundry, sweeping facilities & general maintenance would provide welcome community support and an opportunity for students to learn about wildlife. We also need volunteers who can receive extra training for learning information to answer phone calls.

73. **Women's Community Association: Shelter for Victims of Domestic Violence and Domestic Violence Family Counseling Program.** Address: PO Box 25363, 87125 Phone: 247-4219 Contact Person: Alison Martinez, Volunteer Coordinator.

Description: W.C.A. is a private, non-profit agency which has provided services to victims of domestic violence since 1976. The Shelter provides temporary emergency shelter, food, counseling and referral services for victims and their children as well as counseling for non-resident victims. The Family Program, at a separate location, provides counseling for abusers (through a court mandated program) and non-resident victims. Out Outreach Programs Provide group and individual counseling as well as referral services.

Volunteers are needed to work as Assistant Caseworkers at the Shelter. A.C. duties include answering our 24-hour crisis hotline, completing intakes on new clients and assisting residents with their daily needs. Attendance at a four hour Crisis/Intervention training (September 23) is required prior to working at the shelter in this position. Volunteers must also complete three two-hour core trainings (Monday evenings) prior to the course of their service. A 6-month commitment is requested. Volunteers are also needed for child care, clerical assistance, and maintenance work including the following trades and service occupations: electrical safety inspection, light fixture installation, fire safety, food sanitation, menu development and construction.

74. **Women's Housing Coalition.** Address: 2626 San Pedro NE Suite I, 87110 Phone: 884-8856 Fax: 884-6728 Contact Person: Linda Sutton

Description: The Women's Housing Coalition (WHC) is a non-profit organization whose mission is to assist low-income women with children who are motivated to become self-sufficient by providing housing, training and a variety of support needs. Clients are allowed to stay with WHC for up to 24 months in order for them to put their lives back together, achieving goals such as getting a good job, finishing school, or learning a trade.

75. **Working Classroom, Inc.** Address: 212 Gold SW, 87102 Phone: 242-9267 Contact Person: Nan Elsasser, Executive Director, or Natalia Meneses.

Description: Working Classroom is an arts and education program serving families in the historically ignored neighborhoods surrounding downtown Albuquerque. We offer art, theater and creative writing workshops, a student gallery, after school tutoring and English as a Second Language courses and college scholarships. All programs are bilingual, intergenerational, and community-controlled. We welcome volunteers as tutors, artistic mentors, grant writers, reporters, computer aides and general administrative interns. Need light fixture installation; receptacle replacement, marketing/advertising. Times: 8 a.m.-6 p.m.

76. YWCA/Cariño Child Care Resource & Referral. Address: 7201 Paseo del Norte NE, 87111 Phone: 332-2273 Contact Person: Cynthia Lashley.

Description: Volunteering time with CARIÑO would be a good learning opportunity for a student of Child Development. CARIÑO offers a wide range of services to the community. We provide support services for parents and child care givers. Two of our projects are the Resource and Toy Library and the Parent Resource Center. An individual with a background in Child Development background would be helpful in the following areas: staffing the library, reorganizing books and resource materials, previewing articles, possibly providing child care during workshops for parents and child care providers and various other activities. We are open during the week and also have Saturday hours available (1-4:30 p.m.)

FORMS

LETTER OF UNDERSTANDING

(FOR PLACEMENT OF TVI SERVICE-LEARNING STUDENTS)

Dear Agency Supervisor:

On behalf of the Albuquerque TVI Service-Learning Program, we would like to thank you for entering into a partnership with us to provide richer educational opportunities for our students. By accepting and supervising our service-learners, you are helping these students join classroom theory with real-life experience. Ultimately you are also contributing to education's mission of promoting civic responsibility.

As an agency supervising Albuquerque TVI college students involved in a service-learning project, you will ensure that these students are provided with the following:

- Orientation, training, and supervision.
- A description of the skills needed for service-learning students
- A clear description of the assigned service-learning work including expectations, requirements and responsibilities.
- A safe and appropriate working environment.

The TVI Service-Learning Program will ensure that your agency is provided with the following:

- Direct consultation for identifying appropriate tasks for students.
- Orientation for agency supervisors regarding student needs and capabilities.
- Student candidates for service-learning placements.
- On-going follow-up and support regarding student developmental issues.

If you wish to become a partner in education with Albuquerque TVI Community College and agree to the listed provisions, complete the agency information below, sign both copies, keep one for your records, and return one to: Albuquerque TVI, Service-Learning Program, Instructional Division, 525 Buena Vista SE, Albuquerque, NM 87106

Name of Agency _____

Address _____

Contact Person _____

Signature _____

Agency Representative

Phone _____

Date _____

Albuquerque TVI

Contact Person _____

Phone _____

Signature _____

TVI Service-Learning Coordinator

Date _____

**ALBUQUERQUE TVI
Service-Learning Program**

STUDENT REQUEST FOR AGENCY PLACEMENT APPROVAL

Instructions:

- It is the student's responsibility to explain the TVI Service-Learning Program.
- All information is to be legibly printed or typed.
- Students are to complete the student section.
- The student shall submit this form to the potential agency supervisor.
- The supervisor shall complete the agency section.
- This form must be entirely completed to be considered for placement approval.
- The agency should be a non-profit organization.
- After the form is completed, it is to be mailed to: Albuquerque TVI, Service-Learning Program, Instructional Division, 525 Buena Vista SE, Albuquerque, NM 87106, Attn: Mary Prentice and Rudy M. Garcia

STUDENT INFORMATION

Name _____

Address _____

Phone Home: _____ Work: _____

Course(s) for which you want to apply Service-Learning

Subject	Course #	Section	Course Title	Instructor
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Please give a brief explanation regarding why you are requesting this placement.

SERVICE-LEARNING POSITION DESCRIPTION

ALBUQUERQUE TVI COMMUNITY COLLEGE

Agency Name: _____

Contact Person(s)/Volunteer Coordinator: _____

Phone: _____ Ext. _____ Fax: _____

Address: _____ Zip: _____

Location Directions:

Agency Description/Mission:

Service-Learning Opportunities:

_____	_____
_____	_____
_____	_____
_____	_____

Special Conditions or Requirements:

Number of Service-Learning Students Needed: _____

Hours of Operation When Students Are Needed: _____

Minimum Hour Commitment Required: Weekly _____; Semester (4 mo.) _____

Do you have liability insurance that covers volunteers? Yes _____ No _____

Orientation/Training Schedule:

Comments:

Please return this form to: Albuquerque TVI
Service-Learning Program, Instructional Division
525 Buena Vista SE
Albuquerque, NM 87106

**ALBUQUERQUE TVI COMMUNITY COLLEGE
SERVICE-LEARNING PROGRAM**

STUDENT TIME SHEET

NAME _____

ADDRESS _____ / _____ / _____
City Zip

PHONE: Home _____ Work _____ Ext. _____

CAMPUS _____ INSTRUCTOR _____

Name of agency where you are performing service-learning _____

REQUIREMENTS OF TVI SERVICE-LEARNING: You must serve a minimum of 15 hours. Orientation time does not count toward the 15 hours. A limited number of instructors and agencies require more than 15 hours. If this applies to you, you must fulfill their minimum to receive academic credit for taking part in Service-Learning. You are also required to attend one 1 ½ hour Reflection Group which will be held on campus.

DEADLINE TO COMPLETE SERVICE HOURS: Your hours must be completed by the fourteenth week of the term.

REPORTING OF HOURS TO INSTRUCTORS: Record your hours on this form at each visit. **IT IS TO REMAIN ON SITE. YOU ARE RESPONSIBLE FOR BRINGING IT BACK TO YOUR INSTRUCTOR NO LATER THAN WEEK FOURTEEN OF THE TERM.**

DATE	SIGNATURE Service-Learner	SIGNATURE Agency Supervisor	HOURS	
			In-Out	Total
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

TOTAL NUMBER OF HOURS _____

Comments by supervisor on student's service to agency: _____

